

Sign-in Sheet

Pre-Proposal Meeting for On-Call Services-Wednesday, September 1, 2015, 1:00 pm

#	Name	Firm	Address	Phone	Email
1	Kell Rippeken	Equality Coats	920 Blair Hill Rd, Oakdale	704-715-4616	krippeken@equalitycoats.net
2	TARUNA TAYAL	VHB	4000 West Chase Blvd. Raleigh	919-741-5525	tbayal@vhb.com
3	ANDREW TOPP	VHB	"	919-829-0328	atopp@vhb.com
4	Brian Alexander	AECOM	701 Corporate Center Blvd Raleigh	919-854-6200	brian.alexander@aecom.com
5	Nathan Phillips	HMM	7621 Ruffey Rd, Fuquay-Varina	919-552-2253	nathan.phillips@hatchmoth.com
6	Travis Braswell	HMM	"	"	travis.braswell@hatchmoth.com
7	MUSTHAQ RATHMAN	Baseline Mobility	10030 Green Level Church Rd Suite 802-1091, Cary 27519	919-452-5188	m.rathman@baseline-mobility.com
8	Jeff Hochanadel	Timmons Group	5410 Trinity Road, Suite 112 Raleigh, NC 27601	919-866-4511	jeff.hochanadel@timmons.com
9	Andy Howell	SEPI Engineering	1025 Wade Avenue Raleigh, NC 27605	919-789-9977	ahowell@sepi-engineering.com
10	Mike Surastey	AMT	6131 Falls of Neuse Rd. Suite 100 Raleigh, NC 27609	919-855-9989	msurastey@amtengineering.com
11	Leta Huntzinger	RB	434 Fayetteville St Suite 1500 Raleigh NC 27601	919-836-4086	huntzinger@pbworld.com
12	Scott Lane	STANTEC	801 Jones Franklin Rd Suite 300, Raleigh NC 27606	919-865-7387	scott.lane@stantec.com
13	Bill Hood	AmeC Foster Wheeler	4031 Shiny Creek Dr Durham NC 27707	919-381-1586	bill.hood@amec-fusion.com

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#	Name	Firm	Address	Phone	Email
14	Anne Conlon	Alta Planning + Design	111 E Chapel Hill St. Durham, NC 27701	919-484-8443	anne.conlon@altaplanning.com
15	Roy Cullen	CANNETT FLEMING	2610 WILKIE ROAD SUITE 102 RALEIGH, NC 27607	919-420-7660	RCullen@cnetf.com
16	Tie Dugal	Ramey Kemp & Associates	5808 Farmington Pl # 100 Raleigh, NC 27609	919 872-5445	tdugal@rameykemp.com
17	EARL LEWELLYN	KIMLEY HORN	200 N MANSUM ST DURHAM NC	919 693-5874	EARL.LEWELLYN@KIMLEY-HORN.COM
18	SCOTT CLARK	DAVENPORT	9001 GLENWOOD AVE RALEIGH NC 27617	919-324-1665	sclark@davenportworld.com
19	Rich Denbow	Cambridge Systematics	101 Benwell Ct, Durham, NC 27514	919-822-561-8229	rdenbow@camsys.com
20	Topo Ireland	Kimley-Horn	200 N Mansum St Durham NC	919 677-2042	Topo.Ireland@Kimley-Horn.com
21	SREKANTH "SUNNY" NANDAKIRI	AECOM	701 CORPORATE CENTER DRIVE, SUITE 405, RALEIGH, NC 27607	919-256-6313	SREKANTH.NANDAKIRI@AECOM.COM
22	ED EDENS	AECOM	701 Corporate Center SUITE 405 Raleigh 27607	919 661-1323	ed.edens@aecom.com
23	TERRY SNOW	GANNETT FLEMING	2610 WILKIE RD SUITE 102 RALEIGH NC 27607	919.420.7660	tsnow@gnfnet.com
24	IONIA THOMAS	STEWART	421 Fayetteville St. Suite 400 Raleigh 27601	919.632.2600	ithomas@stewartinc.com
25	Lynette Royster	BREE	5315 Highgate Dr Durham, NC 27713	919 349 3338	lynette.royster@breeassociates.com
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#	Name	Firm	Address	Phone	Email
14	Craig Hyman	McCormick Taylor	5511 CAPITAL CENTER DR SUITE 560 DALLAS, 75206	911-233-8965	chyman@mcconnetaylor.com
15	Jim Morrison	McCormick	5511 CAPITAL CENTER SUITE 560 DALLAS, NC 27060	919 438 8312	JMORRISON@McCormickTaylor.com
16	ALAN STEINBECK	PENABASANCE PLYMOUTH	316 HOUNSARD STREET DURHAM 27701	919-686-2834	asteinbeck@pcisnetwork.com
17	SEANNU ASHABO	INTERMODAL LOGISTICS CONSULTING	SEANNU@imlconsulting.com 283 HEATHERWOOD DR WINSTON SALEM, NC 27702	540-257-3830	
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Addendum #2 – On-Call services Pre-Proposal Meeting Questions and Answers **(Q and A) and Sign-in Sheet**

1. How many firms have we used for the current On-Call Service? **Response: 9 firms.**
2. Clarify proposal page requirements. **Response: 20 sheets -20 double sided pages.**
3. Is the Transmittal Letter 4-page maximum include the Cover Sheet? **Response: No.**
4. Where should resumes intended to be placed? **Response: either in Project Team section or Statement of Qualification – it is your preference.**
5. Should each type of proposal be in a separate package, or if we are submitting on both categories (data collection and Transportation/Engineering), can we submit one package with 10 copies and two digital copies, in addition to two sealed cost envelopes? **Response: each On-Call proposal should be in a separate package.**
6. Should SDBE forms be submitted since there no goals? **Response: Yes, please consult the City's EO/EA Department for additional clarification.**
7. Are all attachment forms required as part of submittal? **Response: Yes.**
8. Do we include Attachments B and C? **Response: Include Certificate of Insurance for either High Risk or Low Risk.**
9. What if we do have a TIA conflict...we cannot submit A-3? Do we only submit D1 or D2 based on the service for that submittal? **Response: Yes, but firm cannot be considered for Durham Development Review Services.**
10. Can a firm submit for one (1) or the other On-Call Services? **Response: Yes, a firm can proposed on 1 or the other, or both.**
11. Can a firm submit for just Data Collection On-Call and not Transportation/Engineering On-call? **Response: Yes.**
12. Is it possible to submit one comprehensive proposal for both the Transportation/Engineering on-call and Data Collection on-call? **Response: No.**
13. Number of hard copies (5) applicable each proposal? **Response: Yes, 5 copies for each on-call proposal, however, one flash (jump) drive can be used for both on-call proposals 9if a firm is responding to the two on-call services).**
14. What is the special significance of the highlighted txt in the RFQ? **Response: None. It was intended to call-out certain requirements or dates.** Is it for informational purposes only? **Response: Yes.**
15. Do project listed in Qualifications and Experience have to be completed within the past 3 years or the past 5 years? **Response: 3 years.**
16. Are attachments D-1 and D-2 required to be submitted with the Proposal? **Response: Yes.**
17. Is the page limit for resumes 1 or 3 pages? **Response: 3 pages per person.**
18. Are Letters of Reference from Clients required for this proposal? **Response: Not required.**
19. Are there proposal forms for providing schedule of cost and fees? **Response: No standard forms.**
20. Are Cost and Fee pages included in in the total page count? **Response: no, cost and fees should be submitted in a separate envelope.**

21. On page 27 of the RFQ, 5.21 C, do we need to indicate whether our firm meets High Risk or Low Risk or just that the firm can meet any of the requirements? **Response: indicate whether is including Certificate of Insurance for High Risk or Low risk.**
22. What is the dollar threshold for on-call projects? **Response: No threshold.**
23. How is the City's small businesses integrated with this on call list? **Response: No please consult the City EO/EA Department for further clarification.**
24. Should Format follow page 26/27 or page 36? **Response: Format should follow requirement on page 26/27 NOT the boiler plate ones on page 36.** Should omit 36? **Response: Yes.**
25. If a firm is only submitting for Bike Pedestrian for example, (not development review) is conflict of interest affidavit required? **Response: Attachments A-1 and A-2 are required but Attachment A-3 is only required if a firm intends to proposed on development review services for the City of Durham.**
26. Do Development Review Conflict of Interest Affidavit other MPO member agencies? **Response: No.**
27. Are Resumes included in page count? **Response: No.**